

SIMPLE MAIL MERGE

Set up the following letter/data as a mail merge.

Data file: set up new entries. Save As **Rose Data**. Print data file from MS Access.

Main document: Allow a 6 cm top margin. Use a letter layout and insert today's date. Check the paragraph formatting is set at single line spacing, 0pt before/after spacing. Save As **Rose Main**. Print the main document with merge fields showing.

Merge the letters and **print one** letter only. Do not save.

(Insert today's date in full)

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Address Block

or

Title, First Name, Last Name

Address 1

Address 2

City

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Greeting Line

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The next meeting of the Otago Rose Society will be held in the Club Rooms, 16 High Street, Dunedin, on the first Monday of next month.

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A copy of the agenda and minutes of the previous meeting are enclosed. I would be pleased if you would come prepared to speak about *(topic)*.

¶

You will receive your copy of *(book)* at the meeting at a cost of *(cost)*.

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Please provide a *(food)* plate for supper.

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Regards

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Gwenda Milne

Secretary

Data Entries

<i>Title</i>	Mr	Mrs	Mrs	Miss
<i>First name</i>	Murray	Ngairie	Wilma	Francis
<i>Last name</i>	Brown	Clearie	Gordon	Bell
<i>Address 1</i>	16 Queen's Drive	5 Sunbury Street	33 Spencer Street	258 Elgin Road
<i>Address 2</i>		Andersons Bay		Mornington
<i>City</i>	Dunedin	Dunedin	Dunedin	Dunedin
<i>Topic</i>	Pruning	Miniature Roses	Spraying In winter	How to Pot Pourii
<i>Book</i>	'Trees and Shrubs'	'Floral Art'	'Rose Garden Monthly'	'Fragrant Flowers'
<i>Cost</i>	\$3.50	\$5.00	\$3.00	\$5.50
<i>Food</i>	savoury	savoury	sweet	sweet

SIMPLE MAIL MERGE

Open the **Rose Main** letter

Edit Data recipients in the **Rose data**

Add the new entries below

Sort the database alphabetically a-z

Close

Print the database – Rose data from MS Access.

Add extra entries to the ROSE SOCIETY, Rose Data file

Mr Nigel Mason, 148 George Street, Dunedin, Roses in Pots, ‘The Patio Garden’, \$4.50, Savoury.

Nr Neville East, 68 Harbour Terrace, Dunedin, Gardens for Student Flats, ‘Small Easy Care Gardens’ \$4.50, Savoury.

Ms Flora Bloom, 20 Claremont Street, Maori Hill, Rhododendrons, ‘Vireya Rhododendrons’, \$8.00, Sweet.

Ms Iris Sweeting, 506 George Street, Rooftop Gardens, ‘The Patio Garden’, \$4.50, Sweet.